



JOB DESCRIPTION

JOB TITLE: Program Director	FLSA: Exempt
Department:	Date: 5/19/2015
Security Sensitive: Yes	Grade: Faculty
Reports To: Division Director	

Job Summary

Develops and directs a technical program at Galveston College and teaches classes as assigned. The Program Director is responsible for the teaching/learning process within the classroom. The Program Director is supervised by the Division Director and has opportunity to influence institutional policy and practice through regular committee assignments. Duties are performed on a 12 month basis. Specific responsibility for the operation of the academic and/or occupational program(s) included but not limited to the content, quality, and the effectiveness of the curriculum within the program area, recruiting, and advisement within and for the program. The position requires both teaching and administrative duties, and serves as an important link between the faculty and the Division Director.

Essential Functions

- Assists with budget preparation and monitors budget balances.
- Prepares, signs, and submits departmental purchases and requests with the appropriate information and account numbers to the appropriate supervisor.
- Assists with schedule development and resolves course conflicts with other departments.
- Assists the Division Director with the evaluation of faculty, as appropriate;
- Monitors and mentors departmental Adjunct faculty;
- Evaluates departmental adjunct faculty following College procedures;
- Ensures that final exams are conducted according to the announced schedule;
- Ensures that all final grades are submitted to the Registrar's office by the designated time.
- Prepares and submits textbook requests following College procedures;
- Works closely with faculty members within the program area and the Division Director in the formulation, justification, and revision of courses and curricula;
- Develop and implements recruiting and retention efforts within the program;
- Actively recruits for the program and the College, in addition, responds to all calls and/or calls from prospective students;
- Schedules and leads departmental advisory meetings, and provides current membership lists and minutes to the Division Director;
- Participates in the program reviews and evaluation processes;
- Ensures correct reporting of faculty workloads.
- Inventories, maintains, and secures all facilities and equipment charged to the program area;
- Teaches classes as assigned and carries out all duties of the College Instructor.
- Advises students, as appropriate;

- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees;
- Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement;
- Other duties as assigned.

Minimum Education, Skills and Abilities

- Current Certifications appropriate to the program;
- An Associate Degree in a related field with five years work experience in the field, or a Bachelor's or Masters Degree with three years work experience in the field.
- Prior teaching experience is preferred.
- Must have the aptitudes to assist both new and returning students achieve their educational goals and objectives.
- Excellent decision-making experience
- The ability to act independently where necessary or with a team environment. Great Communication Skills and be a highly motivated, self-starter; commitment to student achievement and quality of teaching and learning
- The ability to multi-task in a fast paced environment and consistently demonstrate the highest levels of integrity; good organizational, interpersonal, communication and presentation skills.
- Attention to detail and mental concentration are necessary; Possess basic computer skills
- The ability to plan, prepare and deliver quality classroom instructions in lecture and/or laboratory formats based on the approved curricula; ability to demonstrate solid content area knowledge based on state-of-art information and technology in departmental teaching assignments.
- The ability to select and utilize a variety of approved course materials and teaching methods to insure the needs of individual students in the program are met; Ability to implement and manage College policy and procedures such as attendance, grade reports, student advising and all other assigned educational materials actively and on a timely manner.
- The ability to achieve assigned retention rate in accordance with college and accreditation guidelines by maintaining accurate attendance records and communicating any attendance concerns.

Work Environment

- Work primarily in a climate controlled environment with minimal safety/health hazard potential. Sedentary, sitting, walking, frequent near vision use for reading and computer use; frequent stressful conditions (cardiovascular).
- This position requires average agility and good physical condition. Ability to lift and carry moderately heavy materials weighing up to fifty (50) pounds.
- Work requires lifting, stooping, bending, stretching, walking, standing, pushing, pulling, and other physical exertion.

Special Requirements

- Subject to a criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied?_____

Signature

Date